

## STUDENT EMPLOYMENT OPPORTUNITIES

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## **CARL'S JR. COOK**

<b>TITLE:</b>	<b>CARL'S JR. COOK</b>
<b>DEPARTMENT:</b>	<b>CAMPUS DINING</b>
<b>REPORTS TO:</b>	<b>LOCATION MANAGER</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Under the direction of the location Manager, will work in one of the many campus dining locations to provide an excellent dining experience to its guests.

### **ESSENTIAL FUNCTIONS:**

- Responsible for preparation and cooking of food items.
- Cook proteins, vegetables, and other food items on grill or other cooking equipment.
- Cleans grills, ovens, and fryers.
- Responsible for maintaining equipment and the cleanliness of your surroundings.
- Committed to safe food handling, cleanliness, safety, and sanitation standards.
- Restocking kitchen and cook line as needed.
- Completes CSU and ASC mandatory trainings as directed.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Previous experience in food services is highly desirable.
- Ability to work under pressure and produce high volume and quick service.
- Must be customer oriented with good communication and organizational skills.
- A background check must be completed satisfactorily before any candidate can be offered a position with the ASC.

### **EDUCATION:**

Minimum High School Diploma or equivalent.

### **ADDITIONAL REQUIREMENTS:**

Must be a matriculated CSUF student.

### **TO APPLY:**

Email your resume and availability directly to Campus Dining at [csufcampusdining@fullerton.edu](mailto:csufcampusdining@fullerton.edu)

## CASHIER/VAULT CLERK

<b>TITLE:</b>	<b>CASHIER/VAULT CLERK</b>
<b>DEPARTMENT:</b>	<b>BUSINESS &amp; FINANCIAL SERVICES</b>
<b>REPORTS TO:</b>	<b>CENTRAL VAULT SUPERVISOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.00 - \$17.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Cashier and Vault Clerk will count and balance sales receipts and maintain accurate sales reports, reconcile register reports and paperwork related to the daily sales. They also perform a variety of cash and accounting clerical duties such as uploading cash receipts and scanning documents. The position requires a dependable team player with the ability to work quickly and effectively in a fast-paced environment.

### **ESSENTIAL FUNCTIONS:**

- Process daily sales income.
- Prepare daily cash deposits.
- Prepare daily cash bags for distribution to commercial services.
- Responsible for recording and processing all cash, checks and credit card receipts.
- Keying and batching daily cash deposits.
- Prepare bank deposits for armored courier.
- Prepare and process paperwork to be scanned.
- Ensure documents are properly scanned and saved.
- Perform variety of cash and clerical duties as they arise.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Must be available to work Monday – Thursday from 8AM – 12PM.
- Ability to process data rapidly and accurately
- Operate 10-key calculator
- Previous experience with cash handling preferred.
- Bookkeeping or accounting background preferred.
- Computer literacy (Word, Excel, etc.).
- Good customer service skills.
- Basic knowledge of cash receipt practices

### **EDUCATION:**

- Minimum High School Diploma or equivalent.
- Must be a matriculated CSUF student enrolled in a minimum of 6 units in the current semester.

**TO APPLY:** Email your resume and availability directly to Jocelyn Walton at [jowalton@fullerton.edu](mailto:jowalton@fullerton.edu) by **October 27, 2024**.

## **CREW MEMBER**

<b>TITLE:</b>	<b>CREW MEMBER</b>
<b>DEPARTMENT:</b>	<b>CAMPUS DINING</b>
<b>REPORTS TO:</b>	<b>LOCATION MANAGER</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Under the direction of the location Manager, Crew Members will work in concessions or one of the many campus dining venues to provide an excellent dining experience for its guests. Available shifts are 8 AM - 3 PM, 11 AM - 3PM, and 3 PM - 9 PM.

### **ESSENTIAL FUNCTIONS:**

- Use Point of Sale system and Active Cashier (Mobile Orders) to accurately and promptly take and process customer orders.
- Handle cash, debit, and credit card transactions.
- Interact with customers, students, faculty and staff, and other campus guests providing excellent and inclusive customer service.
- Prepare food items according to the location recipe.
- Prepare customer orders and ensure accuracy.
- Perform general cleaning duties as assigned.
- Maintain cleanliness and sanitation of the work location.
- Adherence to health, safety, and hygiene standards in kitchen and operations.
- Complete CSU and ASC mandatory trainings as directed.
- Weekend schedules are available for concessions.
- Promotes an inclusive environment of teamwork and leads to ensure Diversity, Equity, and Inclusion (DEI) is practiced/applied in department operations, programs, and services.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Respect for others, good work ethic and have a positive attitude.
- Ability to work under pressure and produce high volume and quick service.
- Must be customer oriented with good communication and organizational skills.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

### **EDUCATION:**

Minimum High School Diploma or equivalent.

### **ADDITIONAL REQUIREMENTS:**

Must be a matriculated CSUF student.

**TO APPLY:** Email your resume and availability directly to Campus Dining at [csufcampusdining@fullerton.edu](mailto:csufcampusdining@fullerton.edu)

## **COMMUNICATIONS STUDENT INTERN**

<b>TITLE:</b>	<b>COMMUNICATIONS STUDENT INTERN</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)</b>
<b>REPORTS TO:</b>	<b>RESEARCH COMMUNICATION SPECIALIST</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Under general supervision of the Research and Sponsored Programs AVP and Research Communication Specialist, the *Communications Student Intern* will provide support in developing the communication and marketing efforts of the Office of Research and Sponsored Programs (ORSP). This will include researching, gathering, writing, editing, and reviewing content for web, print, and social media with a focus on promoting and increasing campus awareness of the programs, services, and operations of ORSP. The Student Intern will also provide assistance to the AVP for specialized projects as necessary.

The Office of Research and Sponsored Programs (ORSP) works with other units throughout campus to seek external support for faculty research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university. ORSP staff assist with proposal development (Office of Research Development), proposal submission, contract negotiation (Office of Grants & Contracts), and post award support (Office of Sponsored Programs) and help to assure that research and sponsored programs are conducted in accordance with the highest ethical and regulatory standards (Office of Research Compliance).

### **ESSENTIAL FUNCTIONS:**

- Assist with development of both internal and external ORSP communications including, but not limited to development of written content for web, print, and social media.
- Research, write, and edit content for newsletters, website, social media and other communications as necessary.
- Assist with the maintenance of the ORSP website including, but not limited to updating written content, photos, documents, graphics, and videos.
- Assist with reviewing and proofreading all content for grammatical and spelling errors.
- Assist with on-going assessment of social media engagement and marketing initiatives.
- Contribute to the creation, promotion, and communications related to ORSP units, programs, and services.
- Provide quality, professional, friendly, and courteous customer service with everyone.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- CSUF Students in good academic standing with website experience helpful.
- Energetic and eager to tackle new projects and ideas.

- Self-directed and able to work with minimal supervision.
- Proficient computer skills in the use of word processing, spreadsheets, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel)
- Familiarity with Adobe Creative Suite, Canva and most social media platforms including Instagram, Facebook, X and LinkedIn.
- Excellent oral, written, and interpersonal communication skills.
- Strong copy editing, spelling, grammatical, editing, and proofreading skills.
- Must have a diligent attention to detail in reviewing documents for typos, punctuation errors, and formatting issues.
- Strong organizational, interpersonal, and time management skills.
- Demonstrated familiarity and interest in marketing and communications. Previous experience designing flyers, posters, and/or announcements is preferred.
- Ability to work with people from diverse backgrounds and interest

**EDUCATION:**

Minimum High School Diploma or equivalent.

**TO APPLY:** Email your resume and availability directly to [csufresearch@fullerton.edu](mailto:csufresearch@fullerton.edu)

## **DISHWASHER**

<b>TITLE:</b>	<b>DISHWASHER</b>
<b>DEPARTMENT:</b>	<b>CAMPUS DINING</b>
<b>REPORTS TO:</b>	<b>LOCATION MANAGER</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Under the direction of the Food Court General Manager, Dishwashers will work in one of the many campus dining venues to provide an excellent dining experience for its guests. Available shift hours are from 11 AM - 3 PM and 3 PM - 9 PM.

### **ESSENTIAL FUNCTIONS:**

- Wash/Clean all dishes, utensils, pots and pans etc.
- Assist crew members in any equipment clearing needs.
- Maintain clean and sanitary conditions in the kitchen, storeroom, and other designated areas.
- Sweep and mop kitchen floor as well as walk-ins and other designated areas as needed.
- Perform general cleaning duties as assigned.
- Maintain cleanliness and sanitation of work location.
- Adherence to health, safety and hygiene standards in kitchen and operations.
- Completes CSU and ASC mandatory trainings as directed.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Ability to work under pressure and produce high volume and quick service.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

### **EDUCATION:**

Minimum High School Diploma or equivalent.

### **ADDITIONAL REQUIREMENTS:**

Must be a matriculated CSUF student.

### **TO APPLY:**

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